ACT *Online Prep* ™

Administrators Guide
A guide for School Administrators

Overview

The administrator at a school or institution will use the Administrator's interface to create and manage student users, manage Writing Test scoring units and run reports on their students' use of ACT Online Prep.

Logging In

Go to http://www.actonlineprep.com and click on the Login button in the upper right hand corner of the page.

You may want to bookmark this site so you can access your account more easily.

Enter the username and password sent in your welcome email or those that you created during your first use of the application.

On the first login all users are asked to enter whatever demographic data is needed and also are given a chance to change the username and password for the account. This will be the only chance to change username and password.

 You will also be asked for a "secret question" and answer. If you forget your login information, this will allow you into the application. Your login information will be emailed to the email address provided when the account was set up.

Navigation

There are eight buttons available on all screens.

The five menu buttons across the top of the screen let you navigate to the type of activities described on the buttons.

The **User Guide** button will open a web-based help system for both the Administrator's interface as well as the Student interface.

Clicking on the ACT Online Prep logo will take you to the "site map" style main menu.

The **logout** button will end your session in the application and take you back to the login screen.

Getting Started

Once you have familiarized yourself with the application layout, you are ready to begin creating accounts for the students at your school

There are three ways to create student accounts: **individually** (one at a time), by **importing a student roster** or by a batch of **generic** accounts.

Each of these options are available under the **Create Accounts** menu.

Creating Student Accounts

Individually created accounts take more data entry time for the administrator and would typically be used to add students after initial setup for your institution.
Importing a student roster is a *faster* way to set up a large number of student accounts by leveraging an existing database of student information.
Creating **generic** accounts is the *fastest* way to set up student users but you must depend on them to accurately supply their own user information when they first log in.

Creating Individual Accounts

To create an individual account, select the **Create Individual** menu item in the **Create Accounts** menu.

A form will be provided for you to enter all of the information for a student account.

Enter the required information then click on the **Create Account** button.

Once the account is created a screen is displayed with all of the information for the new account. You will have the option to **print** that screen, **create another** individual account or **cancel** to go back to the main menu.

Printing that screen is a useful way to pass the login information to the student who will use the account.

Creating Accounts by Importing a Roster

The **Import Roster** method allows you to import a CSV (comma-separated value) file that contains the required information for each student.

If you have a database of student information you can export the required fields of first name, last name, middle initial, date of birth and graduation year for each student that will use ACT Online Prep and save that as a CSV file.

Creating Accounts by Importing a Roster

Select the **Import Roster** menu item in the **Create Accounts** menu.

You should click on the <u>Sample Data File Layout</u> link to see the format required for this file.

Export the required information from your student database and save as a CSV file with the specified format.

Click on the **Browse** button, select your CSV file and then click on the **Create Accounts** button.

If you get error messages when you try to load the file, use a spreadsheet application to make sure your data is in the correct column order and that the date formats and values are correct.

If you continue to have trouble you can request assistance from ACT support staff in the **Contact ACT** section.

Once a batch of accounts have been created you will have the option to edit some instructions to guide your students regarding their use of ACT Online Prep. For example, you might provide the name of your school's ACT Online Prep administrator, or specify a computer lab location and hours set aside for test preparation by students.
Click the **Continue** button when you are done.

You'll have the option to print those instructions along with username, password, application URL, account creation and expiration dates for the user accounts you've just created. You can distribute these on paper to the students who will be using the accounts.

Creating Generic Accounts

Using this method you can very quickly create a large number of accounts (the limit for **active accounts** is your enrollment number plus 10%).

Once the accounts are created the same options for editing and printing instructions will be available as with the **Import Roster** method.

Errors Creating Accounts

At some point you may see an error message saying that the *maximum number of accounts have been created*. All the data associated with an account will remain in the system for at least three years. However, once the number of *active* users reaches your enrollment number plus 10%, you will need to deactivate accounts before you can create more. This is done under the **Manage Accounts / Student Users** menu option.

Managing Student Accounts

Click on the **Manage Accounts** button and then select the **Student Users** menu option.

In this interface you can search for one or more accounts. Click the **Display** button with no search criteria to get all accounts or enter criteria to narrow your search and click the **Display** button.

Once you have found the accounts you are interested in you can:
change account status between *Active* and *Inactive*
print student instructions (with the same options seen when you create accounts) or
look up username or password for a student who has forgotten them

Changing Account Status

To **change account status** click on the small circle in the Active or Inactive column and choose status for each account you want to change. Use the **Select All** link above each column to choose a status for all users on this screen. Once you have set status as desired, click on the **Save Changes** button to make the changes permanent.
To change account status on another page of search results use the **Next** or **Previous** links to go to that page and repeat the process.

Printing Student Instructions

To **print student instructions** narrow your search as much as possible. Then go to the bottom of the search results list, choose one of the three printing options and click on the **Select** button.

Accessing Username and Password

The **username** and **password** for each student account is shown in the search results.

The username and password will be random sequences of characters when the account is created. During the first login of an account the user will have *one chance* to change them.

Managing Administrator Accounts

To create additional Administrator Accounts for your site click on the **Manage Accounts** button and then select the **Administrators** menu option.

Creating Administrator Accounts

To create a new administrator account select **New Account** and click on the **Go** button. Enter the required information and click the **Create Account** button.

Editing Administrator Accounts

To edit administrator account information select the administrator's name and click the **Go** button to go to that record. Edit the account information and click the **Save Changes** button.

Editing Student Login Instructions

To edit the student login instructions click the **Manage Accounts** button and select the **Login Instructions** menu option.

Edit the instructions and click on the **Save Changes** button to save your changes. This will modify the text included in all three places where you can print student login instructions.

Managing Writing Test Units

When you purchase a license you will get a fixed number of Writing Test units. Every time a student submits a Writing Test essay for scoring one unit will be used up.

You can see **how many units are available**, change settings for **how units are allocated** to students and **set an available writing unit threshold** to trigger an email to your administrator's email account when the threshold is reached. You can also purchase additional units from within the application.

Available Units and Low Units Notification

To Change Settings or see how many units are available click the **Writing Test** button and then select the **Change Settings** menu option.

To change the notification threshold enter the desired value and click the **Submit** button.

Writing Test Unit Allocation

There are two options for how units are allocated: **Any student** and **Selected students only**.

Under the **Any student** option, each active account can submit up to two Writing Tests for scoring provided there are units available when the student is ready to complete the test.

Under the **Selected students only** option, you will be able to search the student accounts and enable or disable the Writing Test for any account.

To Change Settings for **how units are allocated** to students select your preferred allocation method and click the **Submit** button.

Purchasing Writing Test Units

To purchase additional Writing test units click the **Writing Test** button and select the **Purchase Units** menu option.

Decide how many units to purchase, complete the form and submit your order. The units will be immediately allocated to your site and an email confirmation will be sent to the email address on record.

You can also purchase units over the phone from ACT Customer Services. Click the Contact Customer Services form at the bottom of the purchase screen for details.

Using Reports

There are six reports available in the Administrator's interface of ACT Online Prep.

You can look at the time your students spent in different parts of the application, their scores and their responses on the practice tests.

The usage reports and score reports can both be run for a single student or a group of students and provide a simple search interface. The item response report lets you to see the frequency of each response on a practice test taken by your students and compare those to a national ACT-tested reference group.

Individual Usage Report

To see the time an individual spent in different parts of ACT Online Prep, click the **Reports** button and then select the **Individual Usage** menu option.

You'll see two fields where you can enter a student's last name and/or first name. Then click the **Display** button to get a list of student records that match the search criteria.

You can enter the first part of a name in either field, so putting "a" in the first name and "b" in the last name could return records for "Allan Boswell" and "Ann Bryant". If you put "al" in the first name and "bo" in the last name you would then get a record for only for "Allan Boswell".

The results from the individual search show up in a dropdown list. Click on the record you want for the report and click the **Select** button.

The report includes the basic demographic information for the student, dates of the student's first and most recent login and the number of times he/she has logged in. The report also includes the time spent in the practice tests, test subject content areas, general ACT test content areas, and the application as a whole.

You can print the report by clicking the **Print** button or selecting a different student for the report by clicking the **New report** button at the bottom of the screen.

Roster Usage Report

To see the time spent in different parts of ACT Online Prep for a group of your students, click the **Reports** button and select the **Roster Usage** menu option.

You will see a search interface where you can select the students to be included in the report. Click the **Display** button with no search criteria to get all accounts or enter criteria to narrow your search and click the **Display** button.

The report for the selected students will appear in a popup window. For all students that matched the search criteria, the report will show their name, graduation year, gender, the time spent in the diagnostic and practice tests, test subject content areas, general ACT test content areas and the application as a whole.

You can print the report by clicking the Print Report button. Export the data in CSV format by clicking the Export Data button or close the window to run a new report by clicking the Close button at the bottom of the screen.

Individual Scores Report

To see the practice test scores for an individual student click the **Reports** button and select the **Individual Scores** menu option.

You can search by last and/or first name just as with the Individual Usage report.

The results from the individual search show up in a popup list where you can click on the record you want for the report and click the **Select** button.

The report includes the start and end date in addition to the scores for both of the practice tests available in ACT Online Prep.

You can print the report by clicking the **Print** button or selecting a different student for the report by clicking the **New report** button at the bottom of the screen.

Aggregate Scores Report

To see the aggregate scores for groups of students at your school click the **Reports** button and select the **Aggregate Scores** menu option.

You can select the group of students included in the report and the specific test score you are interested in. For example, for the practice test 1 English test, you could get a report on the number of students that scored in different ranges for all male students who will graduate in 2006.

The report includes the frequency of scores (by score ranges) for users at this site for the given subject test (English, mathematics, reading, science, and writing), composite score, or combined English/Writing score.

Print the report by clicking the **Print Report** button or export the data in CSV format by clicking the **Export Data** button.

Roster Scores Report

To see the practice test scores for a group of students at your school click the **Reports** button and select the **Roster Scores** menu option.

You can select the group of students included in the report by either specifying a practice test for the report or running the report for both tests. Click the **Display** button after you have entered the criteria and the report will open in a popup window.

For the specified group of students at your site, the report includes scores for each subject test (English, mathematics, reading, science, and writing), the composite score, and combined English/Writing score.

You can print the report by clicking the **Print Report** button, export the data in CSV format by clicking the **Export Data** button, or close the window to run a new report by clicking the **Close** button at the bottom of the screen.

Item Response Report

To see the Item Response Report for a group of students at your school click on the **Reports** button and select the **Item Response** menu option.

You can select the group of students included in the report, and specify either practice test and a subject test. Click the **Display** button after you have entered the criteria and the report will be displayed below.

For the specified group of students, practice test and subject, the report will show the percentage of students that gave each possible response or did not respond for a question. The report also shows the percentage of a national reference group that answered the question correctly.

Print the report by clicking the **Print Report** button or export the data in CSV format by clicking the **Export Data** button.

Contacting ACT

Technical Support
If you have technical problems with ACT Online Prep you should click the **Contact ACT** button and select the **Tech Support** menu item.

On the Tech Support screen you will see a telephone number where you can get technical support during ACT business hours or, you can enter details about your computer system and specific problem. Click the **Submit** button to send those details through email to technical Support staff. Act staff will respond to your email promptly.

Feedback
If you would like to provide feedback to ACT about ACT Online Prep you should click the **Contact ACT** button and select the **Feedback** menu item.

On the Feedback screen you can provide responses to three questions and provide general comments about the product. Click the **Submit** button to send your feedback through email to ACT staff.

Purchase and Licensing
If you have questions about purchase and licensing of ACT Online Prep™ you should contact XXXXXXXX by phone at 319-xxx-xxxx or by email at xxxxxxxxxx@act.org.